



COUNTY OF NASSAU

OFFICE OF THE COUNTY TREASURER
240 OLD COUNTRY ROAD 3RD FLOOR
MINEOLA, NEW YORK 11501-4248

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GUIDELINES FOR NASSAU COUNTY CERTIFICATE OF RESIDENCE

The community college program in the State of New York was intended to permit students who are state residents to pay lower tuition than out-of-state residents. Each community college has a "local sponsor", generally a county, whose mandate is to provide for a share of the costs allocable to resident students. In the case of a student who is a resident of the State but is not a resident of the local sponsor jurisdiction, a mechanism is provided to permit the reimbursement of such costs to the community college by the student's county of residence. That mechanism is the **Certificate of Residence**.

To obtain a Certificate of Residence please follow the following guidelines. Affidavits can be mailed, along with a self-addressed stamped envelope, or delivered in person to the above address:

- Affidavits can be obtained from our office by coming in person, or via our website @ www.nassaucountyny.gov/treasurer/index.html in the forms-download section. We will also accept affidavits issued by your school.
- Complete the affidavit in its entirety before submitting. Include your social security number, current address and all addresses where you have resided over the past year if applicable.
- All affidavits **must be notarized**. Most banks have notary public on duty. A notary may not be a relative or a person with the same last name as yours.
- New York State requires that all applicants must provide proof they **lived in New York State for the past twelve (12) months and in the County for the immediate past six (6) months***. This proof can be shown with a copy of one of the following in the student's name; bank statement, car registration, income tax return (parent's if listed as dependent), utility bill, etc..
- Proper photo I.D., i.e. driver's license or passport, must also be provided along with your application; non-citizens **MUST** provide a copy of their Resident Alien Card. All identification must have been issued within the last two-years for it to be considered valid for this purpose.
- Certificates are school specific. If you attend more than one community college, you must obtain a Certificate of Residence for each school you attend.
- NYS Education Law provides that schools must accept CORs up to 30-days from the first day of classes. However, Nassau County will honor Certificates obtained **up to the last day of classes in any given semester****.

THE NASSAU COUNTY CERTIFICATE OF RESIDENCE IS VALID FOR A FULL-YEAR (12 MONTHS) FROM THE DATE IT IS ISSUED. HOWEVER, IT MUST BE USED FOR REGISTRATION WITHIN 60-DAYS OF THE CERTIFICATE DATE FOR IT TO BECOME VALID. This is the proper interpretation of the law according to S.U.N.Y.. You can report any problems you may have with any school or County to the S.U.N.Y. Certificate Legal Dept. at (518) 443-5101, or you can call Andrew Casillo, Manager of Certificates of Residence for Nassau County, with any questions you may have at the number listed below.

* Students who have moved from one county to another must file an application with both counties and submit both Certificates to the schools you are attending.

**To ensure your affidavit is received on time when close to the deadline, please either send overnight mail or arrange to have it delivered in person. We go by the date received, not the postmark date.

Revised 8/20/04

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE
OF RESIDENCE, PURSUANT TO SECTIONS 6301 AND 6305
OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT _____ COMMUNITY COLLEGE
(school)**

STATE OF NEW YORK
COUNTY OF NASSAU

Social Security No. _____

(name) _____, does hereby swear (or affirm) that he/she resides at
(address) _____ in the (City)(Town) of _____

Zip Code _____ County of _____, State of New York; that he now is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and application been, a resident of the State of New York; that he now is, or has been for a period of 6 months within the six months immediately prior to the date of this affidavit (or affirmation) and application **a resident of the County of _____; and that he has lived at the following places during the year *Immediately prior* to the date of this affidavit (or affirmation) and application:

ADDRESSES

DATES

Applicant further states that he/she plans to enroll in _____ Community College and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of Nassau a certificate of residence, pursuant to the requirements of Article 126 of the Education Law, which is good for one year from date of issuance.

Signature of Applicant

Sworn to (or affirmed) before me this

_____ day of _____ 20 _____

Notary Public or Commissioner of Deeds

THIS SPACE FOR USE OF CHIEF FISCAL OFFICER OF COUNTY

Certificate issued ()

Certificate not Issued ()

Date _____ By _____ Cert.# _____

*** Education Law, Section 6305, provides: *The chief fiscal officer of each county, as defined in section 2.00 of the local finance law, shall, upon application and submission to him of satisfactory evidence, issue to any person desiring to enroll in a community college as a non-resident student, a certificate of residence showing that said person is a resident of said county. Such person shall, upon his registration for each college year, file with the college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of residence shall be valid for a period of one year from the date of issuance. Education Law, Section 6301, paragraph 4, defines, "Resident" A person who has resided in the state for a period of at least one year and in the county, city, town, intermediate school district or school district, as the case may be, for a period of at least six months, both immediately preceding the date of such person's registration in a community college or, (or purposes of section sixty-three hundred five of this chapter, his application for a certificate of residence.**

**** In the event that a person qualified as above for state residence, but has not been a resident of two or more counties in the state during the six months immediately preceding his application for a certificate of residence pursuant to section sixty-three hundred five of this chapter, the charges to the counties of residence shall be allocated among the several proportional to the number of months, or major fraction thereof, of residence in each county.**